

POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the highest ranking position in the police department, the primary duty of which is acting as administrative head of the department. The employee of this class is responsible for the enforcement of state and municipal laws, regulations and ordinances. The Police Chief is responsible for the organization and management of department operations, for management of personnel, and for management of all department assets. The employee of this class plans and directs systems to provide law enforcement and crime prevention services for the community, and provides for all support functions for these operations, including production and maintenance of records and public relations. The Police Chief works with a high degree of independence in the performance of duties, reporting to the Mayor who reviews and oversees the work of this class.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops management policies, and determines goals and objectives for the department. Collects data to be used in making management decisions and for planning purposes; analyzes and organizes data so that it can be used for planning and problem solving. Monitors any local conditions which may create situations the department may be called upon to handle. Identifies target areas for improvement in productivity; develops and initiates programs and procedures to improve the quality and effectiveness of service in these areas.

Manages department personnel. Uses information developed in performance evaluations to make decisions concerning retention in a job, assignment rotation, or qualification for specialized training. Establishes and maintains a system of line inspections to exercise control through the processes of observation and review by supervisory personnel who have direct responsibility for a particular function or activity. Develops a report review system to be used as an inspection process for analyzing the quality of police service. Establishes an internal affairs review process to investigate any violations of the code of conduct for department members in order to remove any unfit personnel and to correct procedural problems.

Manages the operation of the general accounting system for the department to provide a record of liabilities, assets, and

financial transactions of the department. Prepares a departmental operating budget, including collecting and analyzing all necessary fiscal information, reviewing divisional operating budgets, and preparing revenue and expenditure estimates.

Oversees and utilizes a system of information management designed to organize and process information for use in the administration of the department. Establishes policy concerning what information should be included in all records of the department, determines in what form this information should be kept, determines how long records should be retained, and provides for the security and privacy of all information which is not a part of public record. Compiles, organizes, and analyzes data needed and writes reports required to document the activity of the department. Writes letters in answer to written or oral requests addressed to the police department or needed to handle police matters.

Promotes a positive public image of the work of the department in the daily performance of duties by demonstrating to the public the necessity and methods of civilian cooperation in law enforcement work. Coordinates the work of the department with related federal, state, and local agencies. Serves as official department representative at any required meetings. Makes speeches before school or civic groups. Serves as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations.

Determines target areas for crime prevention or public education efforts by analyzing local crime problems. Writes speeches and structures demonstrations on crime prevention or related law enforcement topics to be delivered personally or used by assigned department members in the public education program.

Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Outlines responsibilities and duties for subordinates, and sets goals and task priorities. Holds formal meetings with groups of subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Sets work schedules and approves leave.

Monitors work pace and progress of assigned jobs, and reviews reports written by subordinates. Evaluates the work performance of subordinates and writes employee evaluation reports. Handles employee complaints and grievances. Motivates employees by evaluating their job needs and seeking ways of enriching the job to help each worker better satisfy those needs. Serves as an instructor for formal classroom training provided as a part of the department's training program.

Plans, organizes, and directs the law enforcement activities of the department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must possess a valid driver's license.

After offer of employment, but before beginning work in this class, must pass a medical examination and/or a physical agility test prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

MUST MEET AT LEAST ONE OF THE FOLLOWING THREE REQUIREMENTS:**EITHER**

Must have a bachelor's degree in business administration, public administration, or a related curriculum and at least ten (10) years of experience in law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities;

OR

Must have a bachelor's degree or an associate degree in criminal justice, police administration, or other law enforcement curriculum and at least ten (10) years of experience in law enforcement positions. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management;

OR

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate. Must also have at least twelve (12) years of experience in law enforcement positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Law

enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

LC	01-25-46
Rev	08-18-55
	11-30-64
	07-15-82
	04-19-91
	05-05-95
	01-28-00
	12-03-04
	09-24-08
	11-04-11